Organizational Development

Virginia Learning Center
How to build a classroom course

Step 1: Click on My Responsibilities

VDSS-Va Dept of Social Services (765)	My Own Learning	My Responsibilities	?	DSS Knowledge Center 1 Site Administration ▾	⚙

Step 2: Click on Search & Create Content on the Manage Content Quick link

Manage Content

Search & Create Content

Manage Enrollment for Classroom Courses

Manage Enrollment for Online Courses
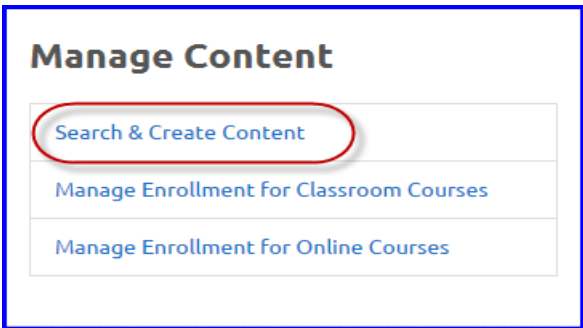
Step 3: Choose Classroom Course in the Create Courses & Content Quick link, then click Go

Create Courses & Content

Add New

Classroom Course	▾	Go

Step 4: Populate all the illustrated fields below and then click Create.

Step 5: Click Edit adjacent to Course Information

Step 6: Type in Course Number, Click on the drown-down menu adjacent to Course Provide and choose the appropriate course provider, type in Duration (Hours) and then click save.

Step 7: Click on the edit box adjacent to categories

Categories

0 Assigned Categories

Edit

Step 8: If applicable click on the box adjacent to the desired category and click save

Step 9: Click on the edit box adjacent to Content Sharing

Content Sharing

Offered to 0 Domains

Edit

Step 10: Click Search

All Domains (243)	Search

Step 11: Type in social services external in the Search Text and Choose Not Shared form the drop-down menu in the Show field, then click Filter twice

Search for Domains

Use the options below to indicate how this object is shared.

Owner Domain: VDSS-Va Dept of Social Services (765) ⓘ

Search Text

social services external

Show

Not Shared

Filter   Clear Search

Step 12: Click on the circle below Visible Required and then click Save

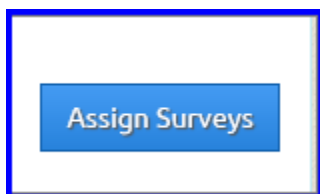| Domain	Path	Shared	Visible (Optional)	Visible (Required)	Not Shared	Info
VDSS_Ext-Va Dept of Social Services - External (765Ex)	zCORE-COVLC > Commonwealth of Virginia Learning Center > VDSS-Va Dept of Social Services (765)	○	○	◉	○	ⓘ

Back

Save

Step 13: Click on the Manage box adjacent to Surveys

Surveys   Manage

None
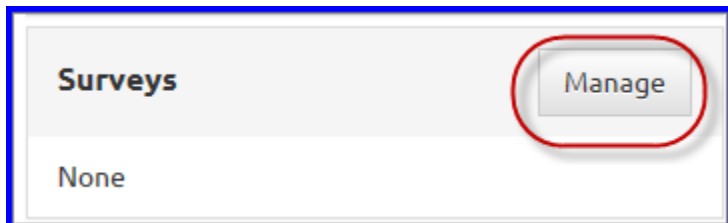
Step 14: Click on Assign Surveys

Assign Surveys

Step 15: Type in VDSS in the Search for box and click search

Assign Surveys

Enter search criteria and click Search to find surveys. Click one or more checkboxes to indi

Search for

vdss

Search
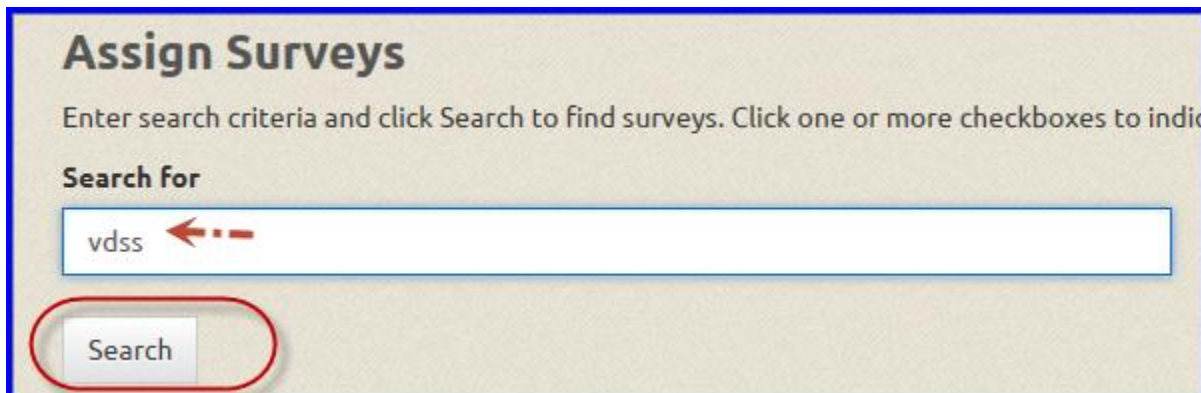
Step 16: Click on the box adjacent to VDSS Training Evaluation and click Save